

ATTENTION INVITED TO ADMINISTRATIVE MESSAGE

ROUTINE

R 190801Z JUN 01 ZYB PSN 192958Y34

FM COMMARCORLOGBASES ALBANY GA//841/840//

TO AIG ONE ONE ONE NINE TWO

BT

UNCLAS //N04000//

MSGID/GENADMIN/COMMARCORLOGBASESALB//

SUBJ/UPDATING OF TYPE-OF-ADDRESS CODE (TAC-1), TAC-2, AND TAC-3  
/ADDRESSES IN THE DODAAD AND DAAS SYSTEMS//

REF/A/DOC/MCO4420.4H/--/DODAAC//

REF/B/RMG/CMC WASHINGTON DC/210239Z OCT 1998//

POC/SHERRY KEMP/CIV/MCLBALBGA-827-1/-/TEL:DSN 567-6502/6277  
/TEL:COM 229-639-6502/6277//

NARR/REF (A) IS MCO 4420.4H, DEPARTMENT OF DEFENSE ACTIVITY ADDRESS  
DIRECTORY (DODAAD). REF (B) IS CMCS GUIDANCE ON PRECISION LOGISTICS  
INITIATIVE.//

RMKS/ 1. THE PURPOSE OF THIS MESSAGE IS TO EMPHASIZE THE IMPORTANCE  
OF UPDATING TAC ADDRESSES, SPECIFICALLY TAC-2. TAC-1 IS THE MAILING  
ADDRESS, TAC-2 IS THE FREIGHT ADDRESS (FOR FREIGHT OVER 70 LBS) AND  
TAC-3 IS THE BILLING ADDRESS. PER REF (A), MARINE CORPS UNITS WITH  
REQUISITIONING AND SHIPPING AUTHORITY SHOULD ENSURE ALL TAC ADDRESSES  
ARE CORRECT IN THE DEPARTMENT OF DEFENSE ACTIVITY ADDRESS DIRECTORY  
(DODAAD) AND THE DEFENSE AUTOMATIC ADDRESSING SYSTEM (DAAS).

2. DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DODAAC)  
RECONCILIATION LETTERS ARE CURRENTLY BEING MAILED OUT BY THIS COMMAND  
(CODE 827-1) TO ALL MARINE CORPS UNITS WITH AN ASSIGNED DODAAC.  
CORRECTIONS TO THE ADDRESSES IF NEEDED SHOULD BE ANNOTATED TO THE  
RIGHT OF THE ADDRESS SHOWN ON THE LETTER; SIGN AND DATE THE LETTER  
AND RETURN TO THIS COMMAND (CODE 827-1). DETAILED INSTRUCTIONS ARE  
PROVIDED IN THE DODAAC RECONCILIATION LETTER.

3. CORRECT TAC-2 ADDRESSES REDUCE LOGISTICS RESPONSE TIME BY  
EXPEDITING THE SHIPMENT OF SUPPLIES. THE BELOW IS TAC ADDRESSING  
GUIDANCE THAT SHOULD BE FOLLOWED AS APPLICABLE.

A. UNITS BEING DEPLOYED ABOARD NAVY SHIPS SHOULD WORK CLOSELY  
WITH THE NAVAL TRANSPORTATION SUPPORT CENTER (NAVTRANSSUPCEN)  
NORFOLK, VA, CODE 03, AS FAR IN ADVANCE OF ACTUAL DEPLOYMENT AS  
POSSIBLE TO ENSURE ACCURATE CARGO ROUTING PLANS ARE ESTABLISHED. THE  
INTENT IS TO ENSURE DEPLOYED UNITS AND THEIR MATERIEL ARE MATCHED TO  
THEIR RESPECTIVE SHIP.

B. CONUS UNITS SHOULD ENSURE SPECIFIC, CLEAR LANGUAGE ADDRESS INFORMATION FOR THEIR RESPECTIVE BASE/STATION TMO AS SHOWN IN THE TAC-2 ADDRESS. COMMERCIAL CARRIERS, SUCH AS FEDERAL EXPRESS, EXPERIENCE SHIPMENT DELAYS IF THIS INFORMATION IS NOT ACCURATE. FOR OCONUS UNITS APO/FPO ADDRESSES ARE CONSIDERED TAC 1 (POSTAL) ADDRESSES AND ARE NOT CORRECT TAC 2 ADDRESSES FOR SHIPPING FREIGHT VIA THE DEFENSE TRANSPORTATION SYSTEM OR COMMERCIAL CARRIERS.

4. TAC ADDRESS MODIFICATIONS MAY BE SUBMITTED VIA THE FOLLOWING OPTIONS.

A. NAVAL CORRESPONDENCE: SUPPLY CHAIN MANAGEMENT CENTER (CODE 827-1) 814 RADFORD BLVD STE 20320 ALBANY GA 31704-0320.

B. NAVAL MESSAGE: COMMARCORLOGBASES ALBANY GA /841-3/827-1.

C. EMAIL: KEMPSL@MATCOM.USMC.MIL; NOTE: OPTION C IS THE QUICKEST AND PREFERRED METHOD OF MODIFYING TAC ADDRESSES.

D. AVIATION UNITS REQUIRING NAVY DODAAD LISTING CHANGES (SERVICE DESIGNATOR CODES N, R, AND V) SHALL SUBMIT REQUIREMENTS TO THE DIRECTOR, DEFENSE FINANCE AND ACCOUNTING CENTER (CODE ABB TEAM 2), 1240 EAST NINTH STREET, CLEVELAND, OH 44199-2055, VIA THE CMC (ASL) USING THE ABOVE FORMATS.

5. PLEASE CONTACT THE POC IF YOU HAVE ANY QUESTIONS.//

BT  
#0036  
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